

2006 U.S. Equal Employment Opportunity Commission Honor Program for Law Students Graduating in 2006, Full-Time Graduate Law Students and Judicial Law Clerks



APPLICATIONS MUST BE RECEIVED NO LATER THAN FRIDAY, MARCH 10, 2006

This booklet contains a two-page application for the EEOC's Honor Program and instructions for completing it. The instructions address many of the most frequently asked questions and highlight some common errors students make when completing the application.

We encourage you to read the instructions carefully and to follow the application "Checklist" to ensure that your application to the EEOC's Honor Program is accepted. Because of the volume of applications we receive and process in a very limited time, we are unable to accommodate requests to change previously submitted applications or to accept incomplete or late applications.

Please keep this book for reference because it addresses questions you may have later. This application is also available on the EEOC's web page (<http://www.eeoc.gov>) beginning January 24, 2006.

**The U.S. Equal Employment Opportunity Commission is an Equal
Opportunity/Reasonable Accommodation employer.**

THE PROGRAM

Welcome to the U.S. Equal Employment Opportunity Commission's 7th Annual Attorney Honor Program recruitment season. The Honor Program has enjoyed tremendous success in the recruitment and hiring of entry-level attorneys into the EEOC. So far, twenty-six attorneys have been hired through the Honor Program. These attorneys have come from all over the country; some directly from law school, and others from judicial clerkships. They have entered employment as Trial Attorneys in the EEOC's District Offices, in such locations as New York, San Francisco, Chicago, Miami and Houston. Other selectees work as Attorney-Advisors in our Headquarters in Washington, D.C., drafting appellate briefs in the Office of General Counsel, as litigators in the Office of Legal Counsel and as appellate decision-writers on appeals filed with the Office of Federal Operations. Many of the selectees have engaged or soon will be participating in temporary assignments to other offices as part of the Commission's efforts to offer broad exposure to the work of the Commission that is one of the goals of the Honor Program.

The Honor Program was inaugurated in 2000 as a collaboration between the EEOC and the National Labor Relations Board (NLRB). Its purpose is to recruit the most qualified entry-level attorneys and train them for highly skilled legal work within each agency. Each year, the EEOC hires a number of new attorneys through the Honor Program for those Commission offices that are designated to participate in the Honor Program that year. Attorneys hired under the Honor Program are assigned to challenging positions, offering valuable legal experience and substantial individual responsibility. In an effort to broaden their legal experience, each Honor Program attorney is given the opportunity to rotate into different assignments both within the EEOC and with the NLRB. In addition, Honor Program attorneys receive extensive training to ensure their legal proficiency and expertise in particular practice areas.

The Honor Program is highly competitive. The Commission averages well over 300 applicants for the positions offered each year. These applicants come from a broad and diverse background. They include third-year law students, judicial law clerks and graduate law students. The Honor Program is one of the few ways in which the EEOC hires graduating law students.

Selection for the Honor Program is based on many factors: academic achievement; law review or other publication work; relevant law courses; extracurricular activities such as moot court competition, legal aid or legal clinic experience; and, summer and/or part-time employment. Particular emphasis in the review of applications will be given to those applicants who have demonstrated leadership skills, have shown an interest in pursuing civil rights and labor and employment law issues, and have demonstrated a dedication to public service.

Please review the application materials carefully and follow all instructions explicitly. Thank you for your interest in the U.S. Equal Employment Opportunity Commission's Attorney Honor Program.

ELIGIBILITY

You are eligible to apply to the 2006 Honor Program, **IF**:

- ◆ you are a third-year law student who will complete your studies in the winter of 2005 or in the spring/summer of 2006; **OR**
- ◆ you are a full-time graduate law student expected to graduate in spring/summer of 2006. Your graduate study must have immediately followed law school graduation with no significant post-J.D. employment and must be full-time for the duration of study; **OR**
- ◆ you will be a Judicial Law Clerk prior to the application deadline and will complete your clerkship in the fall/winter of 2005 or prior to September 1, 2006. Your clerkship must be your first significant legal employment following your graduation and, generally, must begin no later than seven months post-J.D. You may serve in a single one or two-year clerkship or in two consecutive one-year clerkships. Your clerkship may be no more than two years in duration; **AND**,
- ◆ you are a U.S. citizen.

APPLYING TO THE PROGRAM

To apply to the EEOC's Honor Program, submit your application package to the address listed below by the **RECEIPT DEADLINE, FRIDAY, MARCH 10, 2006**:

ATTORNEY HONOR PROGRAM

Steven P. Zanowic, Supervisory Attorney
U.S. Equal Employment Opportunity Commission
Office of Federal Operations
1801 L Street, N.W., Room 5028
Washington, D.C. 20507

- ◆ **Your application package must contain FOUR sets of the following information, collated and stapled in the following order (FAILURE TO PROVIDE THE INFORMATION REQUESTED IN THE MANNER REQUIRED WILL RESULT IN YOUR APPLICATION BEING FOUND INVALID AND NOT CONSIDERED):**

1. your completed application form which is contained herein;
2. a cover letter explaining your interest in the program;
3. your current resume; and,
4. your law school transcript (official or unofficial), which should include a copy of

your law school's grading system explanation, if available. **Your transcript must accompany your application package. DO NOT HAVE YOUR LAW SCHOOL SEND IT SEPARATELY.**

WE ENCOURAGE ALL APPLICANTS TO SEND THEIR APPLICATION PACKAGES IN A MANNER WHICH WILL ENSURE TIMELY RECEIPT OF THE APPLICATION PACKAGE, SUCH AS USING AN EXPRESS MAIL SERVICE.

AN INCOMPLETE APPLICATION PACKAGE INVALIDATES YOUR APPLICATION.

- ◆ We will acknowledge receipt of your application if you enclose a STAMPED, self-addressed POSTCARD with your application package.
- ◆ Acknowledgment of receipt does not mean that your application is considered valid. Failure to adhere to the requirements noted above will invalidate your application.
- ◆ NO NOTICE WILL BE PROVIDED IF YOUR APPLICATION IS FOUND TO BE INVALID.

INTERVIEWS

The EEOC interviews candidates for the Honor Program at our Headquarters in Washington, D.C. or in one of our District Offices located throughout the country. **Those candidates selected for interviews will each be apprized of the time, date and location of the interview.** Every effort will be made to interview candidates within their geographic vicinity. However, those applicants outside of the geographic vicinity of an EEOC office must make their own travel arrangements for a personal interview, and the candidate is responsible for expenses incurred while traveling to the interview. Otherwise, the interview may be conducted by telephone.

The EEOC office participating in the Honor Program to which you will be permanently assigned will conduct **only one** round of interviews. There are no "call back" interviews. Attorneys from within that office interview candidates for the Honor Program. Since interviewers frequently change because of scheduling conflicts, we cannot provide the names of individual interviewers. If you are not selected for an interview, you are no longer under consideration for employment and will be notified by letter.

OFFERS

- ◆ Candidates selected to receive an offer will be notified by telephone or e-mail by the hiring office.
- ◆ **If you need to respond to a competing offer and would like to assess the likelihood of receiving an offer from the EEOC, please contact your interviewer at the number provided by him or her no earlier than two weeks after your interviews.**

SALARIES

J.D. received winter 2005/ spring 2006	GS-11, step 1–\$54,272*
JLC (1-year clerkship) LL.M.	GS-12, step 1–\$65,048*
JLC (2-year clerkship)	GS-13, step 1–\$77,353**

*these salaries are quoted for the Washington, D.C./Baltimore/Northern Virginia Metropolitan area and are current as of February 2006. Your salary may differ dependent upon your location and additional changes in pay. You may consult the Office of Personnel Management (OPM) Salary Table to obtain specific salaries for other locations. The OPM Salary Table is available in public libraries or on the Internet at <http://www.opm.gov>.

**at the discretion of the hiring office.

POTENTIAL FOR PROMOTION

Annual performance appraisals are conducted for all attorneys employed by the EEOC. Honor Program attorneys are eligible for promotion after passing the bar and serving the minimum time-in-grade at the next lower level. The minimum time-in-grade at entry levels are:

- ◆ GS-11 to GS-12 – 1 year
- ◆ GS-12 to GS-13 – 1 year
- ◆ GS-13 to GS-14 – 1 year

LENGTH OF APPOINTMENT

Honor Program candidates are hired for permanent attorney positions. The EEOC asks that candidates selected for positions make a commitment to remain with the Commission for at least three years. **Honor Program attorneys begin working no earlier than September 15, 2006 and no later than September 30, 2006.** All J.D. graduates are required to pass a bar examination within 14 months of entry on duty and be duly licensed to practice as an attorney in a U.S. state, territory or the District of Columbia.

CONDITIONS OF EMPLOYMENT

Prior to finalizing your appointment as an Honor Program attorney, the EEOC requires satisfactory completion of a background investigation.

OFFICE ASSIGNMENTS

For the 2006 EEOC Honor Program, the following offices are participating:

Office of Federal Operations (1 position)

Washington, D.C.

The Office of Federal Operations (OFO) assures Federal agency compliance with Commission regulations that establish systems for fair resolution of discrimination complaints within the federal government. OFO has oversight responsibility for the pre-appellate hearings process which includes providing technical assistance and guidance to EEOC Administrative Judges who conduct hearings on discrimination complaints. OFO also adjudicates appeals of federal agency decisions on discrimination complaints and ensures agency compliance with decisions issued on those appeals. The attorney hired under the Honor Program will be assigned to the Appellate Review Program and will be responsible for drafting decisions at the appellate level.

Office of General Counsel (2 positions)

Atlanta, Los Angeles, Miami, and New York

The Office of General Counsel (OGC) is responsible for affirmative litigation in federal and state courts under four federal employment discrimination statutes: Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, and Title I of the Americans with Disabilities Act of 1990. EEOC's trial court litigation, almost all of which is in federal district courts, is conducted by trial attorneys assigned to field offices throughout the United States. In addition to filing and litigating employment discrimination suits, EEOC trial attorneys provide advice and other assistance to agency staff responsible for investigating and resolving administrative claims of employment discrimination filed by members of the public. OGC will be hiring two attorneys, who will be assigned to one of the following field offices: Atlanta, Los Angeles, Miami or New York.

Office of Field Programs (1 position)

New York

EEOC Administrative Judges conduct hearings on discrimination complaints filed against federal agencies. The hearings proceeding is designed to provide the parties a fair and reasonable opportunity to present evidence and testimony to an EEOC Administrative Judge who will then issue findings of fact and conclusions of law. EEOC Administrative Judges also facilitate settlement discussions, oversee discovery, rule on motions, issue sanctions if necessary, take live testimony as appropriate, and issue findings on the record where material facts are not in dispute. The attorney hired under the Honor Program will be assigned to the New York District Office and will be responsible for adjudicating complaints, after an appropriate training period.

Office of Legal Counsel (1 position)
Washington, D.C.

The Office of Legal Counsel (OLC) is responsible for providing legal advice and counsel to the Chair, the Commission, and EEOC headquarters and field offices. As the chief legal advisor to the Chair and Commission, OLC develops, for Commission approval, regulations, policies, procedures, and guidance that interpret and implement EEOC's statutory authorities, including Title VII, the ADEA and Title I of the Americans with Disabilities Act. OLC ensures that the Commission executes its responsibilities for leadership and coordination of federal external and internal equal employment programs. OLC attorneys also represent the Commission in litigation in which the Commission is a defendant, provide advice on procurement, ethics, and fiscal issues, and process all FOIA appeals for the agency. OLC is hiring one attorney.

APPLICATION FORM

The application form begins on the next page. Please fill out completely and ensure that you comply with all the application requirements set forth in the section entitled "Applying to the Program." Applications must be received no later than **March 10, 2006**.

This form **must** be typed or printed clearly.

ADDRESS FOR REPLY:

E-MAIL ADDRESS:

TELEPHONE NUMBER: Must indicate both numbers:

DAY: (____) _____ EVENING: (____) _____

LAW SCHOOL NAME: _____ LAW SCHOOL CITY/ST: _____
Please indicate the law school you currently attend, or if you have graduated, the law school where you received your J.D., on the line above.

Name of Judge: _____ Telephone No. (Chambers) (_____) _____

COURT - CHECK ONE: _____ U.S. Supreme Ct. _____ Fed. Circuit _____ Fed. District _____ Other Federal _____ State
Location: _____ Court (full name): _____
(City, State)

Dates of Clerkship (beginning to end):

CURRENT YEAR IN SCHOOL:

(Must check appropriate line).

_____ 3L J.D. expected: _____ (mo./yr.)
 _____ Received J.D. in: _____ (mo./yr.)
 _____ LL.M. Program; LL.M. Program began: _____ (mo./yr.)
 _____ LL.M. expected: _____ (mo./yr.)

CLASS RANK: You must check **one appropriate category** among those listed, e.g., Top 15% rank would be in Top 20% category. Estimate if no official class rank is given. If your school does not approve of this practice, check "not applicable."

Top 10%	Top 20%	Top 33%	Top 50%	Lower 50%	Not Applicable
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CHOICE OF EMPLOYMENT: **Select two offices** in order of preference by placing a **1 and 2** next to **your choices**. Number of anticipated hires is indicated in parentheses by each office.

Office of General Counsel (2)

Office of Field Programs (1)

Atlanta

Miami

New York

_____ Los Angeles _____ New York

Office of Federal Operations (1)

Office of Legal Counsel (1)

_____ Washington D.C.

_____ Washington, D.C.

***** ABSOLUTE DEADLINE DATE FOR RECEIPT IS MARCH 10, 2006 *****

EXTRACURRICULAR ACTIVITIES

Check appropriate lines:

LAW REVIEW/JOURNAL PARTICIPATION:

Selected based on grades _____

Selected based on writing competition _____

Article/Comment Published _____

Editorial Position _____

MOOT COURT:

Voluntary _____

National/Regional Team _____

Moot Court Board _____

BOOK AWARD: _____

CLIENT COUNSELING COMPETITION: _____

VOLUNTEER - LEGAL AID OR CLINICAL PROGRAM: _____

GRADUATE DEGREE (NON-LEGAL): _____

(Please indicate field of study and degree awarded.) _____

EEOC EXPERIENCE: _____

If checked, please indicate employing office, name of supervisor and telephone number: _____

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EMPLOYMENT AND/OR LABOR LAW COURSES PREVIOUSLY TAKEN OR CURRENTLY BEING TAKEN:

LIST ALL LEGAL EMPLOYERS. YOU MAY INCLUDE PROFESSORS WITH WHOM YOU HAVE WORKED IN A CLINICAL OR OTHER VOLUNTEER PROGRAM.

NAME

ORGANIZATION

TELEPHONE NO.

SURVEY:

Please indicate by checking the appropriate line(s) below how you became interested in or informed about employment with the EEOC. Provision of this information is voluntary.

_____ EEOC materials available in law school

_____ Campus Recruitment Presentation

_____ Law School Publicity/Counseling

_____ Law School Professors

_____ Internet

_____ Law School Colleagues

_____ Mailing to Minority Student Group/

Minority Legal Association

_____ Other (Please describe briefly.) _____

_____ Mailing to Court

_____ NALP

_____ EEOC Experience

_____ Consortium/Job Fair Participation

_____ Other Acquaintances

ATTENTION-THIS STATEMENT MUST BE SIGNED

Read the following carefully before signing this statement. A false answer to any question or portion thereof in this application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment. All the information you give will be considered in reviewing your application and is subject to investigation (18 U.S.C. § 1001). CERTIFICATION-I CERTIFY that all of the statements made on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature (sign in ink) _____ Date _____

The U.S. EEOC is an Equal Opportunity/Reasonable Accommodation Employer.

CHECKLIST FOR COMPLETING YOUR HONOR PROGRAM APPLICATION

THIS APPLICATION MUST BE TYPED OR PRINTED CLEARLY

Page 1

- ☐ GENERAL INFORMATION: Include your name (last, first, middle initial), complete address, evening and daytime telephone numbers, and e-mail address. Indicate the law school you currently attend (if you are visiting a law school for a semester, indicate the school you are visiting).
- ☐ JUDICIAL CLERKSHIP: JUDICIAL LAW CLERKS MUST COMPLETE THIS INFORMATION. If you are a judicial law clerk or will enter a clerkship prior to the deadline date, indicate the name of the judge and the telephone number in chambers (IMPORTANT: JLCs are contacted in chambers with information about interviews). Indicate the court in which you serve, its location and full name, and the dates of your clerkship (beginning to end). If you are serving a second one-year clerkship, please indicate the first clerkship on your resume. YOUR CLERKSHIP, GENERALLY, MUST BEGIN NO LATER THAN SEVEN MONTHS POST-J.D. AND CANNOT EXCEED TWO YEARS.
- ☐ CURRENT YEAR IN SCHOOL: Check 3L if you will graduate in winter 2005/spring 2006. If you are serving in a judicial clerkship, please indicate the date you received your J.D. and provide information about your clerkship. If you are in a full-time LL.M. program, please indicate the date you received your J.D. and the date you expect to complete your LL.M.
- ☐ LAW SCHOOL RANK: Check only the appropriate percentage rank (if you are in the top 15% of your class, indicate the top 20% on your application). DO NOT TYPE IN A DIFFERENT PERCENTAGE RANK.
- ☐ CHOICE OF EMPLOYMENT: Select two offices to review your application, ranked in order of preference (e.g. 1 Office of General Counsel, (Atlanta), 2 Office of Federal Operations (Washington D.C.)). DO NOT INDICATE YOUR CHOICES WITH X'S OR CHECKMARKS. Please choose carefully; we cannot change your selection after you have submitted your application. You may choose more than one location in the General Counsel's office, and if you do so, select from the geographic areas indicated, ranked in order of preference.

Page 2

- ☐ **EXTRACURRICULAR ACTIVITIES:** Check where appropriate to indicate your participation. If you have prior work experience with the EEOC, indicate it here.
- ☐ **EMPLOYMENT AND/OR LABOR LAW COURSES:** List all law school courses which involved the study of employment and/or labor law.
- ☐ **LEGAL EMPLOYERS:** List a name, organization and telephone number for a contact person, preferably a supervisor or mentor who is familiar with you and your work experience.
- ☐ **SURVEY:** Tell us how you learned about the EEOC. You may check more than one source.
- ☐ **AFFIDAVIT:** Please read this statement carefully; then sign and date the application in ink.

SEND YOUR APPLICATION PACKAGE (FOUR COPIES OF YOUR APPLICATION FORM, COVER LETTER, RESUME, AND LAW SCHOOL TRANSCRIPT, COLLATED AND STAPLED IN THE ORDER SPECIFIED) TO:

ATTORNEY HONOR PROGRAM
Steven P. Zanowic, Supervisory Attorney
U.S. Equal Employment Opportunity Commission
Office of Federal Operations
1801 L Street, N.W., Room 5028
Washington, D.C. 20507

APPLICATION PACKAGES MUST BE RECEIVED NO LATER THAN FRIDAY, MARCH 10, 2006.

NEED ADDITIONAL INFORMATION? CHECK:

- ☐ **The Internet:** Information on the Honor Program and the different offices within the Commission can be found on the Commission's web page at <http://www.eeoc.gov>
- ☐ **Telephone Information Line:** Recorded information and updates on the Honor Program may be obtained by calling (202) 663-7175.

WE ARE SORRY, BUT WE CANNOT ACCEPT:

- application packages received after the deadline date for any reason. We encourage you to send your application package in a manner that guarantees delivery by a specific date. Be forewarned, we make no exceptions;
- incomplete application packages;
- duplicate application packages (submit only one application package);
- corrections to your application package at any time;
- faxed application packages;
- letters of recommendation and writing samples (if you are selected for an interview, you will be asked to bring a letter of recommendation and writing sample to your interview);
- telephone or e-mail inquiries regarding receipt of your application;
- telephone inquiries requesting the name of your interviewer; or
- requests to change your interview schedule.

**AS MUCH AS WE WOULD LIKE TO BE ACCOMMODATING,
STRICT TIME CONSTRAINTS AND A LIMITED NUMBER OF
STAFF REQUIRE THESE RESTRICTIONS.**

**THANK YOU IN ADVANCE FOR YOUR UNDERSTANDING AND
COOPERATION.**